

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

19 July 1968

To: All Training Officers of the Agency

AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS 1968 FALL SEMESTER

Following is the established schedule in connection with requests for Agency sponsorship and tuition advances for the fall 1968 semester on-campus courses at local schools:

Thursday, 22 August: Requests for approval for Agency-sponsored training (Form 136: Request for Training at Non-Agency Facility) for which an advance is desired must be in the Registrar's office (Room 835, 1000 N. Glebe Road) before the close of business. Because of time limitations, no exception to this deadline can be made. Employees who are approved for sponsorship subsequent to this date will be reimbursed upon submission of the schools' receipts for tuition payment.

Week of 26 August: The Registrar's Staff will notify Training Officers of approvals no later than 30 August.

Thursday, 5 September: Tuition advances will be distributed in Room 1 D 1601 Headquarters between 1000 and 1300 hours on 5 September.

Thursday, 26 September: A representative of the Registrar will be in Room 1 D 1601 Headquarters between 1030 and 1300 hours on 26 September. Employees who receive tuition advances must personally, at this time, return the schools' receipts covering these advances when they will be required to sign the accounting voucher. Employees should be advised that receipts sent through the mail will not be accepted.

Training Officers should encourage employees to submit requests for sponsored training as soon as possible. The Registrar will not approve any request retroactively.

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Because continued sponsorship by the Agency for academic courses is contingent upon satisfactory completion (that is, a grade of "B" or better) of previously sponsored courses, those who were sponsored in the 1968 spring or summer semester must turn in their official grades immediately upon receipt from the school. If this is not done before the fall semester advance, employees who have failed to meet the grade requirement will be directed to return the advance.

So that no delays or inconveniences occur, Training Officers should ensure that all items on Form 136, required to justify approval, are completed (finance, cover, and signatures). A separate form is to be submitted for each course.

Individual advances will be provided by the Registrar, OTR, to employees who must register prior to 22 August 1968.

NOTE: The procedures in this Bulletin do not apply to the Agency's Off-Campus Program.

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